CalATERS privileges are required for department accounting staff with administrative responsibility for CalATERS. This includes department accounting staff who process and approve travel forms for payment, and help desk support staff who provide first-level support to department employees. Descriptions of the CalATERS privileges are provided below.

- **Work Pool** – Access to the Work Pool allows designated department accounting staff to process travel advance and expense reimbursement forms.

- **Travel Advance Administration** – Access to Travel Advance Administration allows designated department accounting staff to manually add new travel advances to CalATERS, update travel advances with payment information, and clear outstanding travel advances.

- **Logon As Read** – Logon As Read allows designated department accounting staff to logon to another user's work queue to assist with the use of CalATERS. The Logon As Read privilege provides read-only capability for viewing profile information and travel forms.

- **Logon As Write** – Logon As Write allows designated department accounting staff to logon to another user's work queue to assist with the use of CalATERS. The Logon As Write privilege provides the ability to view travel forms and update profile information.

- **CalATERS Reports** – Access to the CalATERS Reports system allows designated department accounting staff to view and/or print CalATERS reports.

Requesting Privilege Assignments

Add (A) - Add is used to assign privileges to department accounting staff who have not been previously assigned privileges.

Modify (M) - Modify is used to change current privilege assignments. Note: select all privileges the employee is to be assigned. For example, if Jane Smith is currently assigned the Work Pool privilege and needs Logon As Read, a Privilege Request form with an action of "Modify" must be submitted with both the Work Pool and Logon As Read indicated with and X.

Delete (D) - Delete is used to remove <u>all</u> assigned privileges. An X does not need to be indicated in any of the columns.

Sample

Action (A, M, D)	Last	User ID	UCM Agency Code	Work Pool	Travel Advance Administration	Logon As Read	Logon As Write	CalATERS Reports
A	Smith	JS1234	8963	X				
M	Smith	JS1234	8963	X		X		
D	Smith	JS1234	8963					

Privilege Request forms must be signed by an authorized department representative. Faxed forms will not be accepted. Privilege Request forms will be processed within two business days after receipt of form.

Mail completed and signed form to the following:

State Controller's Office
Attn: CalATERS
Personnel/Payroll Services Division
300 Capitol Mall, Room 1019
Sacramento, CA 95814

Action (A, M, D)	Last Name	User Id	UCM Agency Code (s)	Work Pool	Travel Advance Administration	Logon As Read	Logon As Write	CalATERS Reports

Authorized Department Representative	Date
Title	**Phone Number**
Email	**Fax**

Authorized department representative must have a signed Signature Authorization form on file with the Controller's Office.

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SCO USE ONLY

Task	Analyst	Completed Date
CalATERS Privileges		
Actuate Privileges		
Department Notified		